

# Washington County

## Job Description



<b>Title:</b>	Medical Records Clerk		
<b>Division:</b>	Medical Services	<b>Effective Date:</b>	07/08
<b>Department:</b>	Sheriff	<b>Last Revised:</b>	02/09

### GENERAL PURPOSE

Performs a variety of **advanced clerical tasks** related to preparing, maintaining and processing inmate patient data and records.

### SUPERVISION RECEIVED

Works under the general supervision of Medical Administrator.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Obtains patient history files from medical records as required; prepares charts of all inmates to be seen in sick call clinic; insures that all appropriate forms are in the patient chart.

Prepares and coordinates travel from block to clinic with officers through the facility.

Answers telephone, delivers messages and provides information to inmate patients and family members over the phone and personnel upon request.

Schedules appointments and arranges transportation for inmate patients for outside medical consultation.

Participates in administrative projects and tasks as delegated by the Medical Administrator, including data management, updating policies and procedures, accounting, billing tasks, typing, scheduling, preparing spreadsheets, participating in quality-improvement projects.

Assists the division head in tracking inventories, stocking and maintaining adequate patient supplies.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

#### 1. Education and Experience:

A. Graduation from high school or GED;

AND

B. Two (2) years of experience performing above or related duties, i.e, medical records, or related to health sciences, etc.;

OR

C. An equivalent combination of education and experience.

#### 2. Knowledge, Skills, and Abilities:

**Working knowledge of** Federal, State and Local statutes and ordinances pertaining to the operation of a correctional facility and the medical needs of the inmate population; law enforcement techniques and procedures including those relating to the housing of inmates.

**Skill in** operating various types of office equipment, i.e., telephones, calculator, computer, copiers, typewriter, etc.

**Ability to** follow logical patterns of thought to arrive at solutions and probable cause relating to jail operations and medical requirements of inmates; establish and maintain effective working relationships with others; communicate clearly and concisely both orally and in writing; train personnel in medical procedures; remain calm in stressful situations and apply logical thinking in determining proper course of action in a minimum amount of time.

3. Special Qualifications:

Must possess or be able to obtain a valid Utah driver's license.

4. Work Environment:

The majority of duties are performed within an indoor/protected environment. Work is generally confining with occasional exposure to stress and life-threatening situations. May be exposed to medical/health conditions of known and unknown origin, blood-borne pathogens, the threat of direct or indirect violence/conflict by other individuals, and other unanticipated circumstances associated with the inmate populations.